

**REAL ESTATE APPRAISERS BOARD
AUGUST 12, 2009**

- PRESENT:** Marla Britton, Sharon Fiedler, Micquel Hoffman, Karen Scott, and Henry Simon (Arrived at: 9:09 a.m.)
- EXCUSED:** Mark Kowbel
- STAFF PRESENT:** Tom Ryan, Bureau Director; Ruby Jefferson-Moore, Legal Counsel; Kimberly Wood, Bureau Assistant and other DRL Staff
- GUESTS:** Shawn Seewald; Edward Potter, Wisconsin Chapter-Appraisal Institute, WAAO, Village of Mt. Pleasant; Debbi Conrad, Wisconsin Realtors Associations (WRA); Jose Maria Donoso, Appraiser Trainer

OPEN SESSION – CALL TO ORDER

Marla Britton, Chair, called the meeting to order at 9:06 a.m. A quorum of four (4) members was present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- After Item “B” (open session) Summary Suspension Hearing in the Matter of Shawn R. Seewald (08 APP 021) – Attorney Lara Herman, Division of Enforcement and, Shawn R. Seewald, Respondent
- After Item “B” (open session) Presentation of Proposed Stipulations by the Division of Enforcement or any Submitted After Printing of the Agenda – Beth A. Roberts (07 APP 028)
- Item “E” (open session) Add the following documentation to the topic titled “Discussion Regarding Creating a Discipline Range Guide Based on Level of USPAP Violation”:
 - Listing of Administrative Warnings: May 2006 – May 2009
 - Disciplinary Action History Report: May 2006 – May 2009
- After Item “E” (open session) Add the following documentation to the topic titled “Discussion Regarding City of Milwaukee Legislation – Licensing of Appraisers”:
 - 2009 Bill Draft of City of Milwaukee Legislation relating to Licensing of Appraisers
- After Item “G” (open session) Add the following documentation to the topic titled “Appraisal Subcommittee – Discussion Relating to Appraisal Audit, November 9-11”:
 - Correspondence From the Appraisal Subcommittee to Tom Ryan, Bureau Director Regarding November 10-11, 2009 Compliance Review
- Item “H” (closed session) REMOVE: “Deliberation of Summary Suspension in the Matter of Disciplinary Proceedings Against John R. Mettner 08 APP 083 and 09 APP 024” (*This item will be addressed as a stipulation as opposed to a summary suspension.*)
- After Item “H” (closed session) Deliberation of Summary Suspension in the Matter of Shawn R. Seewald (08 APP 021)

- After Item “O” (closed session) Deliberation on Proposed Stipulations or any Signed After the Mailing of the Agenda:
 - Beth A. Roberts 07 APP 028
 - John R. Mettner 08 APP 083 and 09 APP 024 (*Previously listed as a Summary Suspension*)
- After Item “Q” (closed session) Add the following documentation to the topic titled “Deliberation on the Proposed Final Decision and Order in the Matter of Disciplinary Proceedings Against Ray K. Miller, Jr. and Objections (LS0703081APP, LS0710022APP):
 - Proposed Decision
 - Objections to Final Decision and Order
 - Amended Complaint
 - Amended Answer to Complaint
 - Consultation with former Administrative Law Judge William Black
- After Item “DD” Add consideration of case # 08 APP 061 under the item titled “Case Closings, Citations, And Case Status Report or Any Received After Mailing of Agenda”

(Henry Simon joined the meeting at 9:09 a.m.)

MOTION: Karen Scott moved, seconded by Sharon Fiedler, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF MAY 20, 2009

MOTION: Sharon Fiedler moved, seconded by Karen Scott, to approve the minutes of May 20, 2009 as published. Motion carried unanimously.

ADMINISTRATIVE REPORT TOM RYAN, BUREAU DIRECTOR

Tom Ryan informed the Board of the Department’s initiative to institute a process wherein a licensee would be advised when renewal is complete by e-mail and would then be able to print their renewed credential. This new service would eliminate the need to pay for a duplicate credential as the licensee can print their credential as needed.

Tom Ryan went on to advise the Board that the state budget had passed and explained the impacts that the new budget will have on the Department. The Board was advised that a provision in the budget creates a new bureau that will handle regulatory matters for the Medical Examining Board and subsidiary boards, committees and councils. The addition of this bureau will create a number of positions within the Department. Another result of the new budget allows the Department to set its own fees with passive review by the Joint Finance Committee. The new fees were set based upon a time study conducted by the Department. The new fees for the appraisal profession, effective July 1, 2009, are provided below.

- Renewal: \$220.00 (\$245.00 with late fee)
- Initial Credentialing Fee: \$132.00 (\$75.00 Licensing Fee + \$57.00 Exam Fee)
- Reciprocal Credentialing Fee: \$227.00 (\$170.00 Licensing Fee + \$57.00 Exam Fee)

Update and Reminder: 2009 Meeting Schedule – October 7, 2009 Meeting (via teleconference)

Tom Ryan reminded the Board that a teleconference meeting has been scheduled for October 7, 2009 for the purpose of addressing standard Board business and any last minute caseload prior to the November meeting at which the Board will be focusing on an audit by the Appraisal Foundation.

SUMMARY SUSPENSION HEARINGS

**JOHN R. METTNER
(08 APP 083 AND 09 APP 024)**

A signed stipulation was substituted in lieu of a summary suspension in the matter of disciplinary proceedings against **John R. Mettner (08 APP 083 and 09 APP 024)**. This matter will be deliberated as a stipulation in closed session.

**SHAWN R. SEEWALD
(08 APP 021)**

Lara Herman, Attorney – Division of Enforcement, and Shawn R. Seewald, Respondent, appeared before the Board for the purpose of presenting oral arguments in the matter of disciplinary proceedings against **Shawn R. Seewald (08 APP 021)**.

**PRESENTATION OF PROPOSED STIPULATIONS BY DOE OR ANY SUBMITTED
AFTER PRINTING OF THE AGENDA**

A presentation was given by the Division of Enforcement on all of the following Stipulations:

1. Donald E. Lindquist 07 APP 022
2. Adam Wrathkey 08 APP 095
3. Roger N. Carron 08 APP 031
4. Mark R. Tellen 07 APP 022
5. Ann A. Kalcik 08 APP 092
6. Fred T. Finger 08 APP 091
7. William Cullinane 08 APP 078
8. Beth A. Roberts 07 APP 028
9. John R. Mettner 08 APP 083 and 09 APP 024

BOARD TRAVEL

2008 Association of Appraiser Regulatory Officials (AARO) Meeting Report

Marla Britton requested that this topic be deferred to the October meeting.

2009 AARO Annual Conference, October 10 – 13, Washington, DC – Consider Attendance

The Board discussed attendance and availability to attend the 2009 AARO Annual Conference and took the following action:

MOTION: Karen Scott moved, seconded by Sharon Fiedler, to authorize Mark Kowbel or an alternate as the delegate to attend the 2009 AARO Annual Conference. Motion carried unanimously.

EDUCATION AND EXAMS

Discussion Relating to Instructor Qualifications

Nicole Goodman, Office of Education and Examination, joined the meeting to provide background about the instructor qualification requirements currently in place. It was noted that a number of continuing education courses that are not approved by the Board are provided in Wisconsin. Additionally credential holders are also completing continuing education courses in other states which are not approved because the instructors do not qualify under current state standards. The Board explored a number of options to address this issue including the possibility of allowing non-licensed individuals eligibility to act as a qualified instructor.

Update on 2006-07 Continuing Education Audit

Nicole Goodman, Office of Education and Examination, remained before the Board to discuss the results of the 2006-07 continuing education audit. The Board was advised that 10 % of credential holders from each registration type were audited for the 2006-07 biennium. It was noted that eleven (11) credential holders were found to be out of compliance and that the majority of individuals which were non-compliant were certified residential appraisers. Those individuals found to be out of compliance are being sent to the Division of Enforcement for follow-up. Another continuing education audit will be conducted beginning in February 2010 of the 2008-2009 biennium.

ENFORCEMENT

Update Regarding the Use of Consultants to Perform Review Appraisals

Lara Herman updated the Board regarding the status of the Department's project which utilizes and recruits consultants to handle appraisal reviews. The Board was advised that the contracts for our existing reviewers expired on June 30, 2009. The contracts for these consultants will be renewed beginning July 1, 2009 through June 30, 2010. The budget for paying consultants in this fiscal year has been set out at \$12,000.00. Last year's the budget was set out at \$5,000.00. Lara Herman reiterated the identity of the five (5) reviewers that have been recruited and added that two new consultants have been recruited. It was noted that these consultants may also be able to act as expert witnesses for the Department. The Department has placed recruitment information on the Department's website. Candace Bloedow and Lara Herman are acting as the contacts for new recruits.

Finally, the Board was advised that the number of new cases being seen by the Department this year is declining. Mark Herman advised the Board that sixty (60) new cases have been received this year and estimated a total of ninety-five (95) new cases by the end of the year. This number is significantly less than the one hundred-fifty (150) new cases received last year. The Board inquired about the Department's ability to maintain this project considering the declining case numbers. Lara Herman informed the Board that the Department will determine whether to continue this project on a biennial basis.

Discussion Regarding Creating a Discipline Range Guide Based on Level of USPAP Violation

Lara Herman, Attorney – Division of Enforcement, remained with the Board to review two (2) separate reports produced by Enforcement covering disciplinary history for the last three (3) years. The first report listed administrative warnings including the reason for the warning but without names or personal identifiers included. The second report listed all disciplinary action history for the last three (3) years. Discussion of the development of the discipline range guide based on level of Uniform Standards of Professional Appraisal Practice (USPAP) ensued.

LEGISLATION AND ADMINISTRATIVE RULES

Discussion Regarding City of Milwaukee Legislation - Licensing of Appraisers

Mary Reavey, City of Milwaukee and Chair of the REA Education and Experience Advisory Committee, was connected by phone to join discussion of the proposed legislation relating to the licensing of appraisers. The Board reviewed a draft of Milwaukee's proposed legislation. Discussion surrounding language ensued. Jennifer Gonda, Milwaukee Governmental Relations Staff, joined the discussion in order to provide clarification and to discuss further recommendations for changes to the draft. A suggestion for an additional change to the draft was provided by Debbi Conrad, Wisconsin Realtors Association (WRA). Edward Potter, Wisconsin Chapter of the Appraisal Institute (WCAI), WAAO, Village of Mt. Pleasant, also provided comments to the Board relating to this legislation. Two language changes to the proposed legislation were suggested by the Board and were tentatively agreed upon by the City of Milwaukee:

- **Page Four (4) Lines 5 & 6** – Does not apply to a person, as determined by the Department, who is being supervised by a certified or licensed appraiser in good-standing with the Real Estate Appraisers Board.
- **Page Four (4) Line 5** – Add the following: 3. A real estate broker or salesperson performing a broker market analysis.

An amended draft, incorporating the intent of suggested changes, will be provided to the Board prior to the October meeting.

Review and Discussion of the Appraisal Institute's Model Legislation Regarding Regulation of Appraiser Management Companies

The Board reviewed and discussed model legislation regarding regulation of appraisal management companies. Edward Potter, WCAI, WAAO, Village of Mt. Pleasant, provided the Board with comments regarding his concerns regarding appraisal management companies.

MOTION: Karen Scott moved, seconded by Micquel Hoffmann, in support of the concept of regulating appraisal management companies in the State of Wisconsin. Motion carried unanimously.

LRB 2988/P1, Relating to Membership of and Quorum Requirements for the Real Estate Appraisers Board

The Board reviewed a preliminary draft of LBR 2988/P1 which would change the make-up of the Board and the quorum requirements to conduct business. This bill would do the following:

- Changes the number of public members from three (3) to two (2).
- Increases the number of certified general appraiser members from one (1) to two (2).
- Eliminates the requirement for one (1) member to be a licensed appraiser.
- Eliminates the conditions on the Board attaining a quorum, so that a majority of the members will constitute a quorum to do business.

MOTION: Karen Scott moved, seconded by Henry Simon, to support the preliminary draft of LRB2988/1 as drafted. Motion carried unanimously.

APPRAISAL STANDARDS BOARD OF THE APPRAISAL FOUNDATION

Appraisal Subcommittee – Discussions Relating to Appraisal Audit, November 9-11

Tom Ryan informed the Board that the Department is working to gather and send requested material to the Appraisal Subcommittee. Ruby Jefferson-Moore indicated that the deadline for submission of the requested material is October 9, 2009. Another update will be provided to the Board at its October teleconference meeting.

Update & Discussion of the Appraisal Standards Board Revision of USPAP for the 2010-2011 Final Draft

The Appraisal Standards Board approved changes to the Uniform Standards of Professional Appraisal Practice (USPAP) on April 3, 2009. Information about changes to USPAP is available on the Appraisal Standards Board's website: <http://www.appraisalfoundation.org>. USPAP standards for the 2010-2011 biennium will become effective starting January 1, 2010. The new standards will be available and will be ordered for the public members of the Board within the next couple of months.

PRACTICE ISSUES

Discussion of Reciprocal Agreement from Connecticut

Ruby Jefferson-Moore informed the Board that she has reviewed the reciprocal agreement provided to Wisconsin from Connecticut. There are a few outstanding issues that would not be acceptable to Wisconsin. Ruby Jefferson-Moore will send correspondence to the State of Connecticut inquiring about adjustments to the proposed reciprocal agreement. Once received Connecticut's response will be provided to the Board at a subsequent meeting.

BOARD MEMBER ACTIVITY

Noted.

NEW BUSINESS

Tom Ryan provided follow-up on a request he had received to contact MATC – Madison to inquire about their ability to pair students with appraiser supervisors.

PUBLIC COMMENTS

None.

CLOSED SESSION

MOTION: Henry Simon moved, seconded by Sharon Fiedler, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Motion carried by roll call vote: Marla Britton-yes, Sharon Fiedler-yes; Micquel Hoffman-yes; Karen Scott-yes; and Henry Simon-yes.

Open Session recessed at 1:38 p.m.

RECONVENE TO OPEN SESSION

MOTION: Karen Scott moved, seconded by Henry Simon, to reconvene into Open Session at approximately 5:11 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON
IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**MONITORING REPORTS OR ANY RECEIVED AFTER
MAILING OF AGENDA**

None.

**DELIBERATION ON THE PETITIONS FOR SUMMARY SUSPENSION OR ANY
SUBMITTED AFTER PRINTING OF THE AGENDA**

**SHAWN R. SEEWALD
(08 APP 021)**

MOTION: Micquel Hoffman moved, seconded by Sharon Fiedler, to grant the petition for Summary Suspension on the basis that the respondent's conduct poses an imminent danger to the public and to adopt the Order of Summary Suspension in the matter of disciplinary proceedings against **Shawn R. Seewald (08 APP 021)**. Motion carried. Abstained: Karen Scott

**DELIBERATION ON PROPOSED STIPULATIONS OR
ANY SIGNED AFTER MAILING OF AGENDA**

**DONALD E. LINDQUIST
07 APP 022**

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Donald E. Lindquist (07 APP 022)**. Motion carried unanimously.

**ADAM WRATHKEY
(08 APP 095)**

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Adam Wrathkey (08 APP 095)**. Motion carried unanimously.

**ROGER N. CARRON
(08 APP 031)**

MOTION: Micquel Hoffman moved, seconded by Sharon Fiedler, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Roger N. Carron (08 APP 031)**. Motion carried unanimously.

**MARK R. TELLEN
(07 APP 126)**

MOTION: Karen Scott moved, seconded by Micquel Hoffman, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Mark R. Tellen (07 APP 126)**. Motion carried unanimously.

**ANN A. KALCIK
(08 APP 092)**

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Ann A. Kalcik (08 APP 092)**. Motion carried. Abstained: Karen Scott

**FRED T. FINGER
(08 APP 091)**

MOTION: Karen Scott moved, seconded by Sharon Fiedler, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **Fred T. Finger (08 APP 091)**. Motion carried unanimously.

**WILLIAM CULLINANE
(08 APP 078)**

MOTION: Karen Scott moved, seconded by Sharon Fiedler, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **William Cullinane (08 APP 078)**. Motion carried unanimously.

**BETH A. ROBERTS
(07 APP 028)**

MOTION: Henry Simon moved, seconded by Karen Scott, to adopt the Stipulation, Findings of Facts, Conclusions of Law and Order in the matter of **Beth A. Roberts (07 APP 028)**. Motion carried unanimously.

**JOHN R. METTNER
(08 APP 083 AND 09 APP 024)**

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to adopt the Stipulations, Findings of Facts, Conclusions of Law and Order in the matter of **John R. Mettner (08 APP 083 and 09 APP 024)**. Motion carried unanimously.

**DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS
OR ANY RECEIVED AFTER PRINTING OF AGENDA**

**09 APP 022
(K.D.H)**

MOTION: Karen Scott moved, seconded by Micquel Hoffman, to issue the administrative warning in the matter of **09 APP 022 (K.D.H)**. Motion carried unanimously.

**DELIBERATION ON PROPOSED DECISIONS OR ANY
SIGNED AFTER PRINTING OF THE AGENDA**

**KEVIN E. WILDER
(LS0808281APP)**

MOTION: Micquel Hoffman moved, seconded by Henry Simon, to adopt the Findings of Fact, Conclusions of Law and to include an order that will state: revocation of Mr. Wilder's license, indicate responsibility for full costs, that the Order becomes effective the date the Order is signed by a member of the Board or their designee and to authorize the Department to sign on behalf of the Board in the matter of disciplinary proceedings against **Kevin E. Wilder (LS0808281APP)**. Motion carried. Abstained: Karen Scott

**RAY K. MILLER, JR. AND OBJECTION
(LS0703081APP, LS0710022APP)**

William Black, the Administrative Law Judge that presided over this matter, was consulted by phone to answer questions posed by the Board.

MOTION: Henry Simon moved, seconded by Micquel Hoffmann, to adopt the Final Decision accepting the proposed Findings of Fact, amending the Conclusions of Law of the Administrative Law Judge amending Conclusions of Law - paragraph two (2) - (Janesville) based upon Findings of Fact 5, 7, 8, 9, 10, 11, 13 – the Board finds a violation of USPAP SR 2-1(a) and 86.01 (1) (2); Conclusions of Law - paragraph three (3) - (West Limit Road; Lyndon Station) based upon findings of fact 15 - the Board finds a violation of SR 1-1 (a), 1-1 (c), 1-2 (e)-(i), 2-1 (a), 2-1 (b) and RL 86.01 (1) (2); Conclusions of Law - paragraph six (6) - (Arbor Lake; Lyndon Station) based upon paragraph twenty-seven (27) and thirty (30) - the Board finds a violation of SR 1-1 (a,b,c), 1-2 (e)-(i), 2-1 (a,b) and RL 86.01 (1)(2); amending the Order to state that it is hereby ordered that the license of Ray K. Miller, Jr. be limited for an indefinite period of time subject to compliance with the following conditions and limitations:

- Mr. Miller may not complete more than five (5) appraisals per week.

- Complete the following education within one year from the effective date of this order Residential Report Writing (7 hours) and Cool tools: New Technology for Real Estate Appraiser (7 hours) both must be pre-approved by the Board or its designee.
- Education may not be used towards biennial continuing education requirement.
- May request removal of the limitation from his license after two (2) years, in conjunction with this request Mr. Miller must submit an appraisal log of Appraisals conducted after the effective date of this order until date of request removing limitations is submitted. The Board will request three (3) appraisal reports from the log provided, to determine compliance with USPAP.
- Indicates that Mr. Miller will be responsible for full cost.
- The Order will be effective the date it is signed.

The Board authorizes Ruby Jefferson-Moore to prepare the Order, with review of the Order by Sharon Fiedler, and signature authority is designated to the Department in the matter of disciplinary proceedings against **Ray K. Miller, Jr. (LS0703081APP, LS0710022APP)**. Motion carried. Abstained: Karen Scott

(Karen Scott left the room and abstained from deliberation of this proposed decision.)

ORDER FIXING COST

DON J. GROGAN, JR.
(LS0811141APP)

MOTION: Karen Scott moved, seconded by Micquel Hoffman, in the Order Fixing Costs in the matter of disciplinary proceedings against **Don J. Grogan, Jr. (LS0811141APP)**. Motion carried. Abstained: Sharon Fiedler

ROBERT E. WILL
(LS0708152APP)

MOTION: Sharon Fiedler moved, seconded by Micquel Hoffman, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against **Robert E. Will (LS0708152APP)**. Motion carried. Abstained: Karen Scott

(Karen Scott abstained from deliberation of this proposed decision.)

**CASE CLOSINGS, CITATIONS, AND CASE STATUS REPORT OR
ANY RECEIVED AFTER MAILING OF AGENDA**

07 APP 106

MOTION: Henry Simon moved, seconded by Karen Scott, to close case **07 APP 106** for no violation. Motion carried unanimously.

08 APP 015

MOTION: Sharon Fiedler moved, seconded by Micquel Hoffman, to close case **08 APP 015** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 043

MOTION: Sharon Fiedler moved, seconded by Micquel Hoffman, to close case **08 APP 043** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 054

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to close case **08 APP 054** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 058

MOTION: Karen Scott moved, seconded by Sharon Fiedler, not to close case **08 APP 058**. Motion carried unanimously.

08 APP 067

MOTION: Karen Scott moved, seconded by Sharon Fiedler, to close case **08 APP 067** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 075

MOTION: Micquel Hoffman moved, seconded by Sharon Fiedler, to close case **08 APP 075** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 093

MOTION: Karen Scott moved, seconded by Henry Simon, to close case **08 APP 093** for administrative closure. Motion carried unanimously.

08 APP 117

MOTION: Sharon Fiedler moved, seconded by Karen Scott, to close case **08 APP 117** for prosecutorial discretion (P1). Motion carried unanimously.

08 APP 121

MOTION: Micquel Hoffman moved, seconded by Henry Simon, to close case **08 APP 121** for no violation. Motion carried unanimously.

09 APP 010

MOTION: Henry Simon moved, seconded by Sharon Fiedler, to close case **09 APP 010** for insufficient evidence. Motion carried unanimously.

08 APP 061

MOTION: Sharon Fiedler moved, seconded by Henry Simon, to close case **08 APP 061** for prosecutorial discretion (P7). Motion carried unanimously.

DELIBERATION ON DISCIPLINARY ACTIONS SIGNED AFTER PRINTING OF AGENDA

None.

PETITIONS FOR REHEARING RECEIVED AFTER THE MAILING OF AGENDA

None.

REINSTATEMENT REQUESTS OR ANY SUBMITTED AFTER PRINTING OF AGENDA

None.

EXAMINATION ISSUES

None.

CONSULTING WITH LEGAL COUNSEL

Legal Counsel, Ruby Jefferson-Moore was available for consultation as needed by the Board.

Other Items as Authorized by Law

None.

DOE Signatures for Proposed Stipulations, Orders and Administrative Warnings

Signatures were collected for all required documents.

ADJOURNMENT

MOTION: Karen Scott moved, seconded by Micquel Hoffman, to adjourn the meeting at 5:27 p.m. Motion carried unanimously.

**NEXT MEETING:
OCTOBER 7, 2009 - TELECONFERENCE**